



## Accountant – Elk Grove Village, IL

Corkill Insurance Agency, Inc. is seeking a goal orientated and driven Accountant to join our team in our Elk Grove Village location.

Assists in maintaining financial records and ensuring that financial transactions are properly recorded. Ensures the accuracy of entries to ledger accounts and reconciles subsidiary ledger accounts to the general ledger. Compiles financial data to aid more senior accountants in the preparation of balance sheets, profit and loss statements and other financial reports. Assists in analyzing current costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses and process semi-monthly payroll. Requires a bachelor's degree. Work is closely managed. Typically requires 0-2 years of related experience.

Additional duties include but are not limited to, preparing and examining financial records, ensuring that financial records are accurate and that required

### Requirements:

Bachelor degree required in Accounting or related field.

Self-confident, self-starter with the ability to maintain a positive work atmosphere and effectively communicate (both verbally and in writing) with clients, carriers, producers, coworkers, and management.

Strong time-management and organizational skills required along with a high sense of urgency and ability to work well under pressure.

Ability to solve practical problems and deal effectively with a variety of situations, confidentiality is required.

Strong computer skills and understanding of Microsoft Office, EPIC, and other technology tools.

### Important Qualities:

**Analytical skills** – must be able to identify issues in documentation and suggest solutions.

**Communication skills** – must be able to listen carefully to facts and concerns from clients, manager and others. Must also be able to discuss the results of their work in both meetings and written reports.

**Detail orientated** – must pay attention to detail when compiling and examining documentation.

**Math skills** – must be able to analyze, compare, and interpret facts and figures.

**Organizational skills** – must have strong organizational skills since a wide range of financial documents are utilized.

***We know that our Agency's success is a direct result of our ability to deliver the right solutions and service to our clients, so we are committed to fostering a pro-education and results driven culture where our Agency mission is in harmony with the personal career goals of our Corkill Insurance team.***

Corkill is an equal opportunity employer we do not discriminate in employment because race, color, religion, national origin, citizenship status, ancestry, age, gender, sexual orientation, marital status, disability, military status, or any other protected class.

Please email your resume and cover letter to:

HR@corkillinsurance.com